Learning Support Referral App – instructions on how to submit a Psycho-Educational Assessment Referral

1) Go to https://learningsupportreferrals.sd61.bc.ca/

2) Type student in search field and click the search button

Search for a student by going to the home page and entering part or all of the PEN number or last name in the search field. No student will be found if you search by first name. From your school, all students registered on MyEd are able to be searched on the app.

3) Click either the paper blue icon or green plus found to the left of student row details
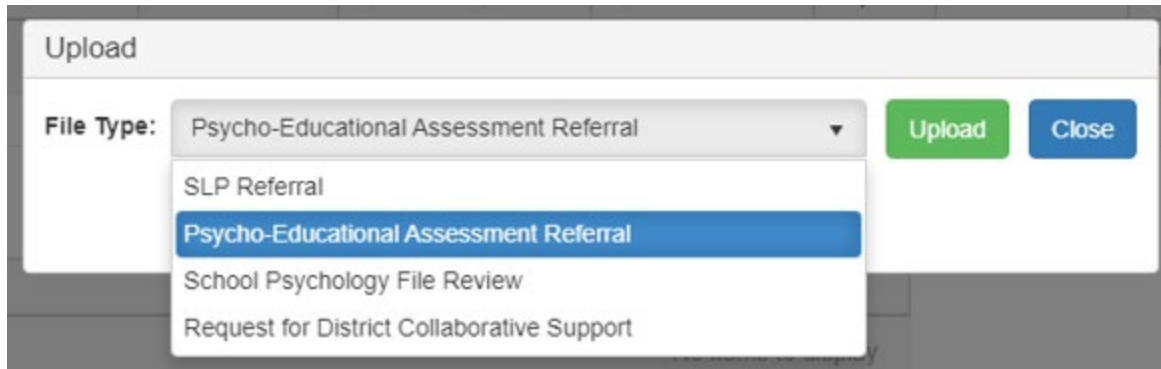

Paper blue icon signifies student has paperwork loaded onto the app

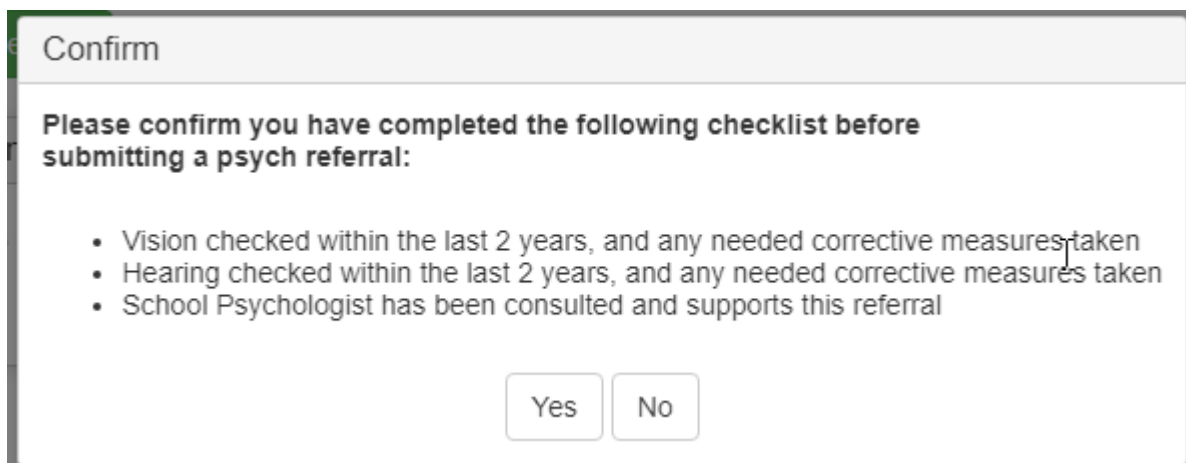Plus sign signifies student has no referral paperwork on app

4) A new page with student demographic information will open. Click on Generate Consultation/Referral Template green button.

5) A new window will open. Select the referral you wish to print out. 4 options to choose from.

6) Choose Psycho-Educational Assessment Referral and click Generate button

A new window will open. Read and click Yes if consultation has occurred.

7) At this point, an email is sent to the school Psychologist. The Psychologist will review submission. If Psychologist accepts student referral, the case manager will receive an email with approval and the link to access the app to generate referral.
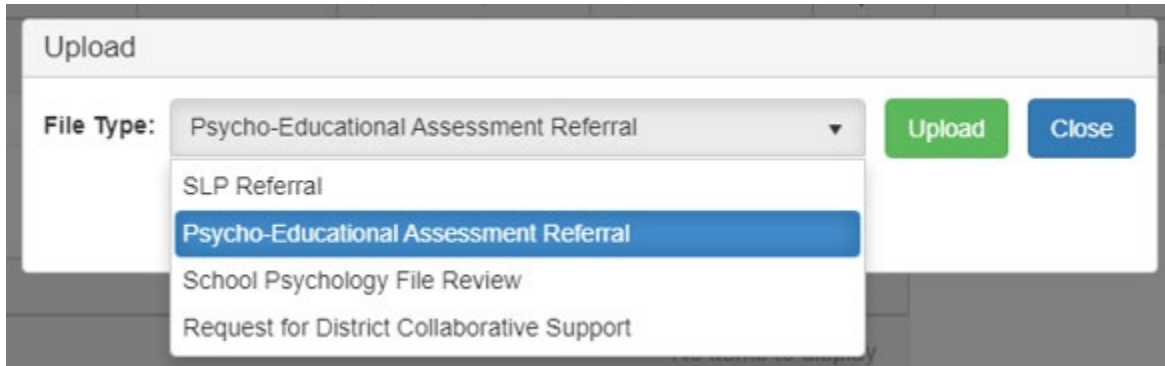

Referral Request Approved

learninsupportreferrals@sd61.bc.ca
Fri 2021-08-13 12:48 PM

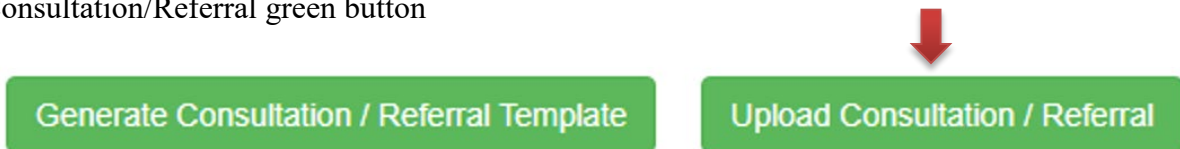8) Once again, click on Generate Consultation/Referral Template button

9) After choosing Psycho-Educational Assessment Referral click on Generate button. The app will generate a PDF document onto computer.
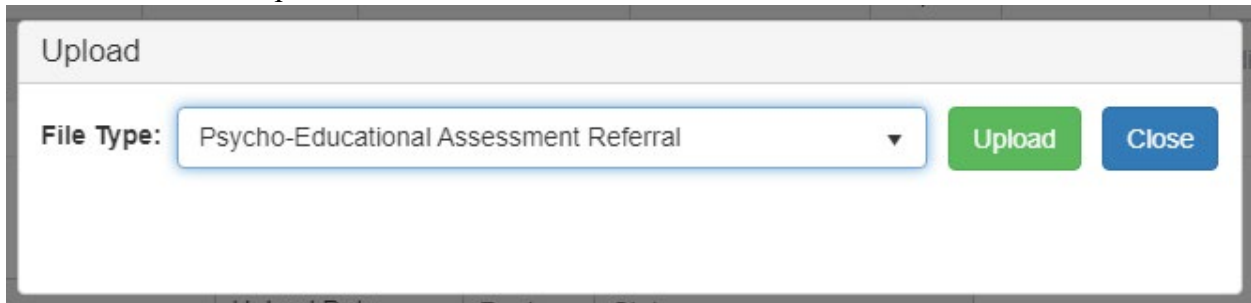

10) Print out the referral and fill out any necessary paperwork

11) Once referral is filled out, upload the referral package as a PDF attachment

12) Go back to the student demographic information page on the app. Click on Upload Consultation/Referral green button

13) A new window will open. Make sure to select file type: Psycho-Educational Assessment Referral. Click on Upload button.

14) Locate the file on computer and click open.

15) Once uploaded, a new record appears in the referrals grid. To send referral for processing, please click on Notify Psychs blue button.